

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

February 6, 2008

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TITLE:	Administrative Assistant
POSITION NO:	22224
LOCATION:	Child & Family Services Division, Billings
STATUS:	Part-Time /Permanent (20 hrs/wk)
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$19,720 - \$23,763 annually. Depending on qualifications and internal equity
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, February 21, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This is a part-time position, working 20 hours per week. Resume required at time of application. Clients may at times be hostile and angry.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: Providing support services to division staff (Child Protection Specialists, Family Resource Specialists, etc.) developing organizational systems that will aide in daily workload and compliance issues. This may include the development of spreadsheets, flow charts or other devices that assist in the smooth delivery of services to children, parents, and foster parents. Gathering information to evaluate resource families relative to the law, policy, and licensing requirements. Coordinating foster/kinship providers fingerprinting, criminal records checks, and driving license

checks. Receptionist duties including answering telephone, routing calls and greeting and directing visitors. Preliminary screening such as obtaining name, type of situation, and worker it should be referred to for appropriate services or information.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of people including children, and the confidentiality practices; and department/division organizational structure.

Skills: Skill in the use of personal computers and computer applications such as Word; effective written communication; positive social interactions; and teaching/mentoring.

Abilities: Ability to maintain confidentiality of clients; adheres to agency policy; be respectful of diversity; consistently display an even temperament even at stressful times; pay attention to detail; and able to engage positively with children to diminish out of control behavior.

EDUCATION/EXPERIENCE REQUIRED: High school diploma (or GED) **AND** one year of job related experience using Word, must have a valid driver's license and auto insurance coverage.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Resume required at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.